

Student Action Grant Terms & Conditions

If you're reading this, it's probably because you're considering either applying for a Student Action Grant ("Grant Award"), or accepting one now that it's been offered to you. But before you do either, you should be aware of the following terms and conditions ("Terms & Conditions"), and should probably read them.

All Grants shall be subject to the following Terms & Conditions. These Terms & Conditions apply to all Student Action Grant requestors ("Requestor"), whether the Requestor is applying for a Domestic Student Action Grant ("Domestic Award") or an International Student Action Grant ("International Grant"), except for those Terms & Conditions enumerated in Sections 2 and 3, which are specific to International Grants and Domestic Rewards respectively. No other terms and conditions executed shall apply to any Award unless pursuant to a writing executed by the Requestor and the MCN.

SECTION #1: GENERAL TERMS & CONDITIONS

a) The Requestor of a Student Action Grant must be **an authorized representative of a student organization** recognized by an accredited educational institution in the United States or Canada. The student organization and the project or event ("Project") for which it is requesting a Grant Award must work to achieve one or more of the Millennium Development Goals, whether explicitly or de facto.

b) Furthermore, the Requestor must be **an official Member Organization ("MO")** of the Millennium Campus Network ("MCN") before applying for a Student Action Grant. A non-Member student organization may quickly and easily apply for MCN membership either on the MCN's website or by emailing contact@mcnpartners.org. The Requestor must be **in good standing** as an MO, to the fullest reasonable extent, including:

- the MO should actively participate in its weekly phone calls with its assigned MCN Director of Membership Relations
- if the group has requested an MCN Mentor, the group should be actively engaged via phone, email, and/or in-person meetings with said Mentor
- the group should participate in MCN workshops and/or networking events if such events have been recently available

c) A Requestor's submission of a Student Action Grant application ("Application") does not obligate the MCN in any way to award any or all portions of the requested Grant. **The MCN shall determine Grant Awards at its sole discretion.**

d) Furthermore, the Requestor must submit its Application before the appropriate deadline, as posted on the MCN's web site at mncpartners.org/grants, in order to be considered for a Grant Award.

There, that wasn't so hard, right? Now, if you're applying for an International Student Action Grant ("International Grant"), or are considering accepting one, then you definitely want to read the following section (Section 2). If you're applying for a Domestic Student Action Grant (or are considering accepting one), then you probably want to skip ahead to Section 3.

SECTION #2: TERMS & CONDITIONS SPECIFIC TO INTERNATIONAL GRANT AWARDS

The following terms and conditions ("International Terms and Conditions") apply only to International Grants.

a) The recipient ("Recipient") of an International Grant agrees to provide the MCN with the following:

- No fewer than two blog posts about the Project, to be published on The MCN Blog
- A Pre-Trip Brief (see section 2.b. below)
- A Post-Trip Report (see section 2.c. below)
- A Follow-up Report (see section 2.d. below)
- A Partner Follow-up Letter (see section 2.e. below)
- Any pictures and/or videos capturing the Project funded by a Grant Award, except for photographs and videos which are otherwise proprietary, unethical, and/or illegal

b) **Pre-Trip Brief:** The purpose of the Pre-trip Brief is to update the MCN on any changes or amendments to the Project that may have taken place between the time the MCN received the Project's Application and within two weeks before the time the Project began. It should therefore be submitted within two weeks of the Project's start date, and not earlier. The Pre-Trip Brief need not be very long – approximately one to two pages should suffice – but should describe all meaningful deviations of the Project from its original description in the Application, e.g. new sources of funding, a change in project goals, a change in local partner organizations, and any other meaningful changes to the Project.

c) **Post-Trip Report:** The purpose of the Post-Trip Report is to provide the MCN with information about how the Project has actually been implemented, especially in relation to how the Project was originally proposed in the Recipient's Application, including a description of what the future and impact of the Project is likely to be. The Post-Trip Report should be no fewer than 12 pages, though a longer, more detailed Post-Trip Report is welcome if necessary. The Post-Trip Report should be submitted within 2 months of the completion of the Project.

The following sections must be included in the report, although this list does not represent the full list of possible sections:

- **Executive Summary:** a 1-page summary of the Post-Trip Report
- **Organization Background:** A short history of the Recipient student organization
- **Project Background:** A 2-4 page description of the history and purpose of the Project, including information about necessity of the project from the perspective of its beneficiaries, how the plans for the Project were formed, who was involved, and when, as well as any details about prior trips or stages of the Project.
- **Trip Description:** A 2-4 page description of the trip, ordered from beginning to end, highlighting all important actions conducted in pursuit of the Project's completion.
- **Trip Outcomes:** A 1-2 page summary of all tangible outcomes that the Project has accomplished, and/or likely will accomplish, including the monitoring/evaluation methods or systems used to determine the Project's impact in the future.
- **Trip Setbacks:** An honest 1-2 page description of any setbacks, failures, or goals the Recipient did not accomplish for any reason. This should also include an explanation of how the Recipient responded and/or plans to respond to these setbacks.
- **Detailed Final Budget:** A detailed, itemized budget listing all actual expenses on the Project.
- **Team Member Reflections:** Up to 6 team members should include in the Post-Trip Report a set of personal reflections on how the trip has impacted them and the Project's beneficiaries. One paragraph per team member should be sufficient.
- **Moving Forward:** A comprehensive 1-3 page description of what actions the Recipient will take with respect to the Project moving forward.
- **Appendices:** The following appendices are appreciated but not mandatory: Notable pictures taken on the trip, a list of materials used during the project, any data collected during the Project, etc.

d) **Follow-Up Report Requirements:** The Follow-Up Report should be submitted **6 months to 1 year** after the completion of the trip. The purpose of the Follow-Up Report is to detail any further actions the Recipient has taken since the completion of the Project, to further evaluate the effectiveness or impact of the Project on its intended beneficiaries, and to answer any questions the MCN may have raised since the Post-Trip Report was submitted by the Recipient to the MCN. The full Follow-Up Report should be approximately 3 to 6 pages in length.

The following components should be included in the Follow-Up Report.

- **Executive Summary:** 1 page summarizing the Project, the results of the trip, and the rest of the report.
- **Project Background:** Most of this can be taken right from the Post-Trip Report. It is 2-4 pages describing the history and purpose of the Project. This should include information about the necessity of the project from the perspective of its beneficiaries, how the project came to be, and details about any past trips or stages of the Project.
- **New Developments and Project Progress:** 2-3 pages describing the work you have done following the project. Write about what is going to take place next to continue the project. Or, if the project is finished, describe some of the long term measured impact that you have observed since the original trip.
- **Moving Forward:** 1 page on where the project will go from here, and the next steps that are required.

e) **Partner Follow-up Letter:** The purpose of the Partner Follow-up Letter is to hear from the Recipient's overseas partners about how the Project was conducted, what the results of the Project have been, how the Project could be (or have been) improved, and what should be done vis-à-vis the Recipient moving forward, from their perspective. Ideally the Partner Follow-up Letter should be written on behalf of an overseas partner organization, e.g. a local government, civil society organization, etc., but if no such organization exists then a letter from an individual will suffice. If the Recipient did not work with any literate overseas partner, or if obtaining such a letter becomes logistically impossible, then the Partner Follow-Up Letter will not be required. The Partner Follow-Up Letter should be sent within 3 months of conclusion of the Project. The Partner Follow-Up Letter should be approximately 1-2 pages in length, but can be longer if necessary.

f) The MCN's Student Action Grant Advisory Committee ("SAGAC") – which is composed of various experts, advocates, professionals, and researchers – assists senior MCN staff in selecting International Grant Recipients. The Requestor of an International Grant hereby acknowledges this, and grants the SAGAC permission to view and to judge the Requestor's Application.

SECTION #3: TERMS & CONDITIONS SPECIFIC TO DOMESTIC GRANT AWARDS

The following terms and conditions (“Domestic Terms and Conditions”) apply only to Domestic Grant Awards.

a) The recipient (“Recipient”) of a Domestic Award agrees to provide the MCN with the following:

- A Post-Event Report (see section 2.b. below)
- Any pictures and/or videos capturing the Project funded by a Grant Award, except for photographs and videos which are otherwise proprietary, unethical, and/or illegal

b) **Post-Event Report:** The purpose of the Post-Event/Project Report is to provide the MCN with information about how your event or project went. It should describe how/whether the money awarded was put to good use. The report should be 2 pages at a minimum, though more details are welcome.

The following components must be included in the Post-Event, but your report is not limited to these sections.

One Page Summary: Please include 1-3 pictures, highlights from the event/project and the outcome your organization is most proud of.

- **Event Evaluation:**
 - **Description:** What happened at the Event? How did its execution deviate from how it was originally described on the grant Application, if at all? How many attendees were there? Etc.? (It is OK if there are differences from the original Application, or if the Event did not go as well as planned – this information is used exclusively to assist MCN staff members in better serving MCN Member Organizations. It has no effect on the Recipient’s likelihood of receiving a grant from the MCN in future.)
 - **Outcomes:** What do you think were/will be the key outcomes of the Event? How were attendees affected, what did they learn, and/or what will they do differently as a result of attending your Event? (Be honest—again, this information has *no* impact on the Recipient’s future likelihood of receiving a grant from the MCN. It is used for informational and program-improving purposes only)
 - **Setbacks:** What setbacks did the Recipient experience? What goals were not accomplished? How will the Recipient address these setbacks or challenges in the future? (Again, be honest.)
- **Detailed Final Budget:** Provide a detailed itemized budget listing all actual expenses from the event/project in order to demonstrate how MCN funding was used.

- **Member Reflections:** Have key Event-planners write a personal reflection about how the Event impacted them, the campus, or a community. One paragraph per person is sufficient, but more detail is always welcome.

SECTION #4: LIMITATION OF LIABILITIES

- a) In no event will the MCN or its affiliates, subcontractors, or suppliers be liable for any of the following:
 - (i) performance delays, or nonperformance, due to causes beyond the MCN's reasonable control,
 - (ii) actual loss or incidental, special, direct, indirect, or consequential damages arising as a result of any project, event, organization, or initiative funded by a Student Action Grant, even if the Recipient has informed the MCN of the possibility of such damages beforehand, including a Recipient's failure to obtain any required authorizations associated with the use of its Grant Award, and
 - (iii) damages relating to the Recipient's procurement of substitute grants (i.e., "cost of cover"), should a Student Action Grant fail to be delivered by the MCN in a timely fashion.

SECTION #5: RECIPIENTS' ACKNOWLEDGEMENTS, TERMS, & CONDITIONS

- a) Should a Requestor be offered a Grant Award by the MCN, and should said Requestor accept the Grant Award offered, then the Requestor will become a Recipient, and the following terms and conditions will apply to the Recipient and its Grant Award.
- b) The Recipient hereby acknowledges that any Award may only be used for the specific use, and by the specific Requestor, outlined in the Application submitted by the Requestor.
- c) Recipient further acknowledges and agrees that an Award cannot be changed by the Recipient after the MCN has issued the Award.
- d) Recipient commits to sharing with the MCN any pictures and/or videos capturing any Project or Event funded by a Grant Award, except for photographs and videos which are otherwise proprietary, unethical, and/or illegal.

e) Recipient represents and warrants that any and all Domestic Award(s) is/are intended for use only in the United States of America or Canada and shall not be used outside the United States of America or Canada, as stipulated in the Requestor's grant application.

f) Recipient further represents and warrants that its organization has not provided any goods or services in consideration, in whole or in part, for any Award.

g) Recipient acknowledges and agrees that upon receipt of an Award, it is required to sign an Acknowledgement of Receipt and Certification of Use Form ("Form"), as required by the IRS. This Form shall be executed and returned to the MCN, or its designated agent, within 15 business days of delivery of the Grant Award. The MCN will deliver this Form, should the MCN decide to award the Requestor a Grant Award, along with the Grant Award.

h) Recipient acknowledges and agrees that the MCN may publicize a Grant Award in any reasonable and lawful manner, including but not limited to mass emails, online web pages, brochures, pamphlets, t-shirts, etc. Recipient further acknowledges that any photographs or videos shared with the MCN by the Recipient, as stipulated in either Section 2.a above or in any applicable "Media Waiver" form, may likewise be used for the purpose of publicizing the Grant Award in any reasonable and lawful manner.

i) Recipient represents and warrants that its acceptance of a Grant Award under these Terms and Conditions is not in violation of any federal, state/provincial or local law or any code of conduct or internal rules or by-laws that govern the activities of the Recipient and that Recipient is authorized to receive the Award.

j) Recipient will comply with all applicable laws and regulations related to its use of an Award, generally, including export/import, copyright, and privacy laws and regulations, and shall obtain any required authorizations associated with the use of its Grant Award.

k) Disputes arising in connection with these Terms and Conditions will be governed by the laws of the Commonwealth of Massachusetts, U.S.A., excluding its conflict of laws principles. Recipient hereby waives any rights to a jury trial where permitted. The federal and state courts in the Commonwealth of Massachusetts are the exclusive venues for all disputes arising hereunder.

l) These Terms and Conditions constitute the entire agreement between the MCN and Recipient, and supersede any previous communications, representations, understandings, or agreements between the parties, whether oral or written, regarding transactions hereunder, except as explicitly stipulated in writing mutually executed by the Requestor and the MCN (i.e. such writing must make specific reference to these Terms & Conditions). Recipient's receipt or use of a Grant Award will constitute Recipient's further acceptance of these Terms and Conditions.

m) Any notices or questions to be sent to the MCN shall be directed to:

Millennium Campus Network
101 Huntington Ave., Suite 2205
Boston, MA 02199
contact@mcnpartners.org
(631) 662-0191

n) Any notices to Recipient shall be directed to the contact information as contained in the MCN Student Action Grant application submitted by the Recipient.

Your signature (as indicated on the MCN's online grant application portal) indicates that the Requestor agrees to these Terms and Conditions, and establishes the agreement under which the Recipient receives the Grant Award should the MCN offer such an Award and should the Requestor accept the MCN's offer.

By signing and clicking "Submit" on the MCN's online grant application portal, an individual thereby represents that (s)he is authorized to sign on behalf of Requestor.